



CITY OF HOUSTON

Job Posting

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1	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
2	<div><div>Job Classification</div><div>CLERK</div></div>
3	<div><div>Posting Number</div><div>PN# 110685</div></div>
4	<div><div>Department</div><div>Public Works & Engineering</div></div>
5	<div><div>Division</div><div>Public Utilities Division</div></div>
6	<div><div>Section</div><div>Utility Maintenance Branch</div></div>
7	<div><div>Reporting Location</div><div>611 Walker*</div></div>
8	<div><div>Workdays & Hours</div><div>M-F 7:30 – 4:30*</div></div> <div>*Subject to change</div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Work consists of routine and repetitive tasks, processes or operations requiring the selection and execution of simple actions. Compiles files, retrieves and files documents. Operates office machines such as calculator and copier. Greets and assists visitors. Answers telephone, direct calls, takes message and answers simple questions. May perform light typing duties. May do elementary mathematical calculations. Assist with various projects as requested.</div></div>
10	<div><div>WORKING CONDITIONS</div><div>This position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Ability to read, write add, subtract and follow oral and/or basic written instructions as might normally be acquired through 9 – 11 years of formal schooling.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>No experience required.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>None</div></div>
14	<div><div>PREFERENCES</div><div>None</div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><div><input type="checkbox"/> Yes</div><div><input checked="" type="checkbox"/> No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:<div><div>Salary Range - Pay Grade 5</div><div><div>\$591 - \$810 Bi-weekly</div><div>\$15,366 - \$21,060 Annually</div></div></div></div></div>
18	<div><div>OPENING DATE</div><div>May 24, 2006</div></div>
19	<div><div>CLOSING DATE</div><div>June 6,, 2006</div></div>
	<div><div>APPLICATION PROCEDURES</div><div>Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div><div>An equal opportunity employer</div></div>